Quick Guide to Adding Items to a Course's SFF

This document will help you, the instructor, add items to your student feedback forms, or SFFs, for your courses. To navigate to the SFF form builder website, go to: **sff.temple.edu/admin** .

- Log in with the same username and password that you use to log into TUPortal.

Once you have logged in, you will land on the Welcome Page of the SFF Admin Panel website. On this page, you will see a list of your current courses. Each course in the list will include the course title, the CRN, the semester of the course, and several important dates:

- First, you will see the deadline for adding items to the SFF for that course. After this date and time, you will not be allowed to add or remove items from the SFF. If you do not add any items to the SFF by this deadline, your course will still have an SFF, but it will only include pre-selected items chosen by administrators at the university, school/college, subject code, and course attribute levels.
- Next, you will see the time frame during which you, the instructor, will be able to complete the 2-item Instructor SFF and provide feedback for the course.
- Finally, you will see the time frame during which your students will be able to complete the SFF and provide feedback for the course.

Below these dates, you will see "Form Built", which lists the status of your SFF. If you see "Not Started," this indicates that you have not begun adding any items to the SFF. "Completed" indicates that you have added items to the SFF. "The feedback period has started" means that feedback can now be provided and the SFF can no longer be modified.

Add and remove items on the SFF by clicking the "Build Form" or "Change Form" buttons listed for a course.

Click on "Build Form" to start adding items to an SFF.

On the following page, you will be guided through a virtual tour of the SFF Form Creator interface, which explains how to use the Form Creator to review, add, and remove items. Click the "Next" button to follow the tour, or click "End tour" to exit the tour.

The right side of the page will allow you to view the items that will be included in the course's SFF. Several items will automatically be included on every course's SFF. To view the items that have already been selected to appear on the SFF for this course, you can click on each level's header (University, School/College, Subject Code, etc). You will not be able to add to, rewrite, or remove these items. However, it can be helpful to review these items to help you decide which items would be most useful to add to your form(s).

The level at the bottom of this list, My Course Items, is where you can add up to four items of your choosing. Before you begin adding your items, ensure that the correct semester and course are selected from the drop-down menus. Then, ensure that the small arrow to the left of the My Course Items header is pointing down and that a gray box appears below the header. If you do not see the gray box, click on the My Course Items header, and it should appear. This will allow you to drag and drop items from the Item Bank categories to the form.

The Item Bank is on the left side of the page. To view available items in the Item Bank, click on the category and subcategory headers on the left side of the page. You will only be able to see one category and subcategory of items at a time. To add an item to the SFF form, click and drag an item from the list on the left to the gray box underneath the My Course Items header. When you have successfully dragged the item over, a confirmation message will appear, stating that the item will be added to the SFF for this course and any courses that are cross-listed with it. Click "OK" to continue. Repeat this step to add up to four items at the My Course Items level.